

# QDraw Software Guide



## Wake County Public Schools Instructional Technology

### QDRAW














#### OPENING QDRAW

From the Start Menu, click Programs > Q Draw V1.0 > Q Draw  
The QDraw software will open and the toolbar will appear.

#### MOVING THE TOOLBAR

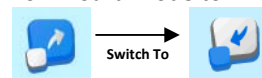
- **Dragging:** moves the toolbar anywhere on your screen.
- **Docking:** drag & drop the toolbar at the edge of the screen.
- **Quick Move:** move left or right by clicking the arrows located at the side of the screen. 
- **Vertical/Horizontal:** switch from a vertical display to horizontal by clicking the arrows at the top of the toolbar.
- **Fixed Position:** fix the toolbar to the screen by clicking the red pin. 

#### TOOLBAR FUNCTIONS

	<b>Minimize the toolbar</b> – Hide the toolbar
	<b>Lock/Unlock the toolbar</b> – Locks position.
	<b>Switch Display mode</b> – changes to vertical/ horizontal.
	<b>Selection Mode</b> – This will be the default mode for selecting and manipulating objects.
	<b>Right Mouse Click</b> – Allows the pen to perform a one-time right click.
	<b>Pencil</b> – Used for writing. Adjust color, thickness, transparency, arrow effect and shape recognition.
	<b>Eraser</b> – Available eraser modes: Normal Eraser, Circle Eraser, Area Eraser, Object Eraser and Erase All.
	<b>Fill</b> – Add a color, gradient, pattern or an image to a shape.
	<b>Line</b> – Draws a straight line on the screen.
	<b>Shape</b> – Draw a 2-D or 3-D shape.
	<b>Math Tools</b> – Use various on-screen math tools: ruler, compass, protractor, dimensions and angles.
	<b>Show more toolbar buttons</b> – Click here to see the other available toolbar buttons.
	<b>Switch between Windows Mode and Board Mode</b> - Board mode only draws within the Q Draw program. Window mode allows you to use the Q Draw tools on any application.


#### USING QDRAW WITH VARIOUS APPLICATIONS

1. Open the desired application. (ex: PowerPoint)
2. Open QDraw (if it is not already open).
3. Click the Windows Mode button on the toolbar to switch from Board Mode to Windows Mode.










4. You are now ready to use QDraw with your desired application.

#### SAVING TO MICROSOFT OFFICE DOCUMENTS

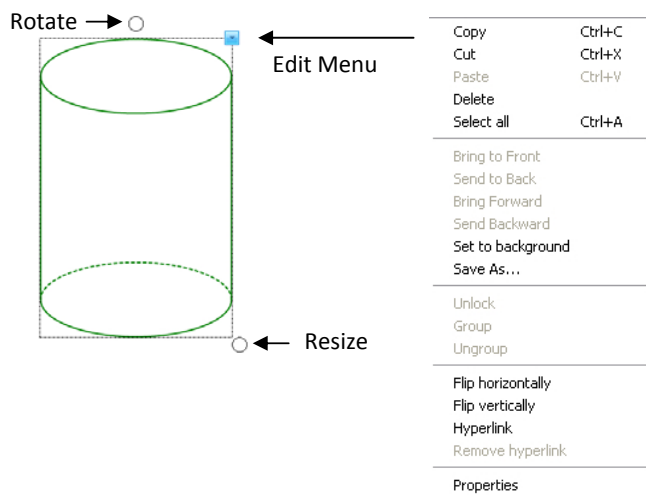
1. Use the various annotation tools to write on the screen.
2. Click on the icon in the bottom right corner to save the annotations on the Microsoft Office document. 
3. The annotation will become a drawing object that can be saved with the document.

#### OTHER TOOLBAR FUNCTIONS

	<b>Undo</b> – undo the last operation
	<b>Re-do</b> – redo the last operation
	<b>Screen Recording</b> – 3 ways to record the actions you take on the interactive screen: Full Screen Record, Area Record, and Window Record.
	<b>Reveal Screen</b> – reveal screen can cover and reveal the information on your screen.
	<b>Spotlight</b> – spotlight can draw attention to an area of the screen.
	<b>Special Tools</b> – dice, calculator, magnifier, clock, on-screen keyboard, etc.
	<b>Frequently Used Applications</b> – customizable list of frequently used programs (ex: Internet Explorer)

## MANIPULATING OBJECTS

Some annotation tools allow further manipulation after they have been drawn. Click on the object you will see editing tools.



## USING THE PEN TO UNDERLINE AND ERASE

### UNDERLINE TEXT IN A DOCUMENT

1. Open a Microsoft Word Document.
2. Open the QDraw toolbar.
3. If necessary, switch to Windows Mode.
4. Click 2 times on the Pencil tool on the QDraw toolbar.
5. Use the pencil tool to underline text.



The quick brown fox jumps over the lazy dog.

### USING THE ERASER

1. Select an eraser from the eraser button on the toolbar.
2. Erase the lines that you made on your document.

The quick brown fox jumps over the lazy dog.



Plano Independent School District

**BenQ**

Developed by Plano ISD Instructional Technology Department for BenQ QDraw Software Suite for Schools

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